

FDIC

Federal Deposit Insurance Corporation

Washington, DC 20429

Legal Division

June 23, 1997

To Our Outside Counsel:

Enclosed is the Outside Counsel Deskbook ("Deskbook") prepared by the Legal Division of the Federal Deposit Insurance Corporation for law firms to use when supplying information concerning legal matters and bills to the FDIC.

This Deskbook provides instructions as to those policies and procedures that need to be addressed when billing the FDIC for legal services and expenses. Some of the significant provisions are as follows:

- The submission and approval of a required case budget for all legal matters.
- The requirements of an invoice and, in particular, the use of the revised Legal Invoice for Fees and Expenses (LIF&E) form.
- The ins and outs of the travel policy.
- The process to amend your Legal Services Agreements.

In addition to this Deskbook, attached is a list of all active matters with new matter numbers that are listed for your firm. The creation of the Legal Payment System (LPS) allows us to note disallowances in the corresponding check stub. Thus, disallowances will be immediately made known to your firm.

This Deskbook supplements our Guide for Outside Counsel. It is effective immediately for use in the billing for payment by the FDIC for all legal services.

If you have any questions concerning the Deskbook, please contact your Outside Counsel Coordinator listed in Appendix F of the Deskbook. You may also call (800) 846-1901 for any general questions you might have.

Sincerely,

William F. Kroener, III
General Counsel